

## ***Recruiting, Retaining and Recognizing Volunteers***

*The Ohio Health Information Management Association provides many opportunities for members to volunteer their talents and time for the success of the organization. The Strategic plan of the organization drives the duties and responsibilities of the Executive Board members – who are elected to their office by the members of the organization. The Executive Board members, based on their responsibilities, call for volunteers to serve as project leaders to assist in accomplishing the goals established by the strategic plan. The project leaders as well as the delegates and regional association presidents serve as members of the full board of directors.*

*Some examples of the activities of the volunteer executive and full board members include:*

- *Development and updating of strategic plan*
- *Planning of the educational components of the annual educational meeting*
- *Securing all candidates to run on the annual ballot*
- *AHIMA Triumph Award nominations*
- *AHIMA Core Service Award nominations*
- *OHIMA Achievement Award nominations*
- *Coding Roundtables*
- *Professional Development*
- *Advocacy and Legislation*
- *New Graduate Award Program*
- *Delegate Activities*

*Recognition of the efforts of these volunteers include:*

- *Registration fee waivers for the OHIMA Annual Meeting*
- *Opportunities to attend the AHIMA Leadership and Delegate Meeting*
- *Opportunities to attend the AHIMA Annual Meeting*
- *Letters of appreciation of their volunteer efforts to each board member and to their employer*

*Goal: Manage the strategic plan by recruiting volunteers throughout the state, and recognize efforts of those who participate in achieving OHIMA's mission.*

### ***Objectives***

1. *Provide opportunities for members of OHIMA to participate in achieving its mission.*
2. *Provide opportunities for members of OHIMA to provide services to the organization to achieve the goals of its strategic plan*
3. *Recognize the efforts of the volunteers of the organization.*

### ***Recruiting Volunteers to Achieve Goals of Strategic Plan:***

*At the beginning of April, we recruit for project leaders throughout the state to serve on the Board to carry out the projects set forth in the strategic plan for the upcoming fiscal year that begins July 1st. These volunteers are essential in achieving our organization's strategic goals that are evaluated and measured throughout the year.*

*A 'call for project leaders' is sent via an e-newsletter announcement to the OHIMA active members. A survey link for volunteer sign-up is provided on our website, along with information about each available strategy, the duties and qualifications of serving as project leader, etc.*

*After the online survey is completed, his/her information is forwarded to the strategy manager(s) as indicated by the interested member. The strategy manager(s) then follow-up with the potential volunteer about serving as project leader.*

*In 2006-07 we had 35 members on the OHIMA Board of Directors with 15 available project leader slots. We received 16 submissions from the online call for project leader survey posted in April, and ended up using 9 of these 16 as project leaders for this 2006-07 association year. Those members appointed by the strategy managers overseeing projects filled the other 7 slots. The majority of those members who submitted their information online and who were not selected to serve this year as project leaders were used to assist as project team members, resulting in over 50 total volunteer board members. These project team members will be contacted next year to see if they are still interested in serving as a project leader.*

*We have received some wonderful response and very qualified volunteers by using this online call for volunteers. We plan to use this online survey mechanism to continue to encourage and solicit the talents and contributions of our members throughout the state.*

#### ***Recognize the Efforts of the Volunteers of the Organization:***

*A timeline and procedure is established by the first of the year to gather the necessary information to properly recognize the volunteer efforts of all OHIMA Board members. A link to an online survey form is sent to each Board member.*

*The survey data is exported and appreciation letters are generated. After the letters are completed and signed, one is given to the volunteer and the other is sent to his/her employer.*

*In addition to the appreciation letter, OHIMA board volunteers are eligible to receive OHIMA Annual Meeting fee waiver. In addition, the Executive Board and Delegates are entitled to receive AHIMA conference reimbursement.*

#### ***Recruiting Volunteers to Achieve Goals of Strategic Plan:***

*The OHIMA Central Office staff is responsible for setting up the call for project leader survey information, communicating this information to all members, and forwarding responses to appropriate strategy managers. Estimated time: 2-3 hrs.*

*The Strategy Manager is responsible for following up with those interested in serving as project leaders for their strategy.*

#### ***Recognize the Efforts of the Volunteers of the Organization:***

*For the volunteer letters, the OHIMA Central Office staff is responsible for setting up the board volunteer information survey and all the associated tasks. Estimated time: 5 hrs. Each board volunteer is responsible for completing his/her information. Estimated time: 10-15 min/board member.*